

Welcome to Franklin Baptist Church Venues



Terms and Conditions of Hire

Franklin Baptist Church offers a range of affordable venue options for you and your family, sporting team, community group, school, or organisation to hire and enjoy. Our venues range from small to medium sized carpeted meeting rooms, large carpeted hall, to auditorium space is complete with a stage, lightings, sound system & projector, changing rooms and practice areas. Our auditorium is also "Streaming-ready".

The following Terms and Conditions of Hire have been developed to ensure your event runs smoothly with minimal disruption. These Terms and Conditions of Hire should be read in full including any specific requirements for individual facilities. By making a payment to Franklin Baptist Church for FBC Venue hire you will be deemed to have accepted these Terms and Conditions of Hire.

Please retain a copy of these Terms and Conditions of Hire for your reference ensuring that you are aware of the responsibilities of hire.

This document supersedes all previous documents relating to the terms and conditions for hire of Franklin Baptist Church's facilities.

Your booking is not confirmed until you have accepted the Terms and Conditions of hire. For casual hirers, receipt of full payment must also be received to confirm the booking.

By accepting this Agreement, I warrant and confirm that: *I have read and understood the full Terms and Conditions of hire, I am at least 18 years old and have the authority to accept this agreement, and I understand and accept that the information provided for my booking may be shared with the NZ Police.*

COVID-19 ACKNOWLEDGEMENT

By entering this Agreement, the Hirer warrants and confirms to comply with the COVID-19 Protection Framework and any legislation and orders in relation to COVID-19 and abide by all rules and directives published and updated by the government from time to time at <https://covid19.govt.nz/>. Decisions on how to comply with the COVID-19 Protection Framework are for the Hirer, including whether to require vaccination certificates where they are optional. The Hirer must comply with any policies or requirements of Council in relation to COVID-19. The Hirer understands and accepts that Franklin Baptist Church may immediately terminate this Agreement if the Hirer breaches any COVID-19 requirements.

General conditions of use

- a) All Hirers must be a legal entity. Franklin Baptist Church reserves the right to ask for proof of legal entity. A legal entity is a registered group or individual who has capacity to:
 - i. enter into agreements or contracts
 - ii. assume obligations
 - iii. incur and pay debts
 - iv. sue and be sued in its own right
 - v. be accountable for illegal activities
- b) The person who makes the booking (or the legal entity's representative as notified to Franklin Baptist Church) is required to be present for the duration of the Hire Period and should be (or appoint) the fire warden.
- c) The capacity of the FBC Venue (as stated on the website displaying details of the FBC Venue) must not be exceeded at any time. It is the Hirer's responsibility to understand the capacity and ensure it is not exceeded.
- d) The FBC Venue is designed for general use. The Hirer must consider the suitability for their intended purpose when making a booking.
- e) No animals are permitted in a FBC Venue, other than guide dogs for the visually impaired, registered companion animals or official animals of the NZ Police.
- j) The Hirer must not allow any illegal activities to take place in or outside the FBC Venue during the Hire Period. All statutory rules, regulation and bylaws in force shall be strictly observed by the hirer.
- k) The Hirer must ensure that a parent or designated caregiver, who is at least 18 years of age, responsible for all children 10 years of age and under.
- l) Notwithstanding any other provision contained in this Agreement, Franklin Baptist Church may refuse admission to any person or require any person attending the Event to leave the FBC Venue at the sole discretion of any Franklin Baptist Church staff member.
- m) The venue will not be opened before 6:00 am, and functions are not permitted to continue after midnight.
- n) The use of tape, staples, or any other fasteners on the walls and doors is not allowed
- o) First Aid - a first aid kit is located in the Hall Kitchen; as well as in the Info Desk. The accident book should be completed, and the office notified in the case of any accident
- p) All persons signing or accepting this Agreement online (whether as an individual Hirer, or director or other authorised signatory of another legal entity) shall be bound personally to abide by all of the terms and conditions contained in this Agreement and to fulfil all of the Hirer's obligations under this Agreement as a principal debtor.

Bookings

All Bookings are to be done online through this link: <https://franklin-baptist.churchcenter.com/calendar/forms/193>

- a) The Hirer must precisely state the type of activity and Event to take place and use the FBC Venue only for that purpose.
- b) The Hirer must use only the area in the FBC Venue that has been booked and confirmed.
- c) Parking areas must be coordinated and indicated in the online booking form.
- d) If you need to change your booking within 5 days to your booked date you must contact Franklin Baptist Church on 09 238 8544 Ext. 207. It may not be possible for Franklin Baptist Church to accommodate all requested changes.
- e) Change of a booking day is considered as a cancellation of the booking as a whole.
- f) Cancellation rules apply to all amended bookings that result in a different time period, except for the extension of bookings.
- g) Set up and pack down time must be included in the Hire Period.

- h) The Hirer shall ensure that all persons have vacated the FBC Venue by the end of the Hire Period.
- i) Franklin Baptist Church reserves the right to have staff present at the FBC Venue at any time during the Hire Period.
- j) The Hirer must adhere strictly to the confirmed Hire Period. Failure to do so will incur additional charges and possible cancellation of any future booking(s).

Regular hire

- a) A Hirer who has 10 or more recurring confirmed bookings within each Financial Year, is a "Regular Hirer" for the purposes of this Agreement.
- b) As a Regular Hirer you are agreeing to hire between 1 AUG to 31 JUL of the Financial Year. Payments may be for the Financial Year, or you can elect to pay by instalments in which case periodic invoices will be issued.
- c) To confirm bookings a Regular Hirer must accept these Terms and Conditions within four days of receiving the booking schedule. These Conditions shall be deemed to be accepted if Regular Hirer does not contest the booking schedule within four days from receipt of the booking schedule.
- d) The provision of credit to Regular Hirers under this agreement is limited only to liability for payment of moneys payable for the supply of services provided by Franklin Baptist Church Venues. Nothing herein shall impose any obligation on Franklin Baptist Church to provide credit to the customer in respect of any other types of services or goods supplied by Franklin Baptist Church.
- e) Regular Hirers must rebook with Franklin Baptist Church for new and continued use each Financial Year. Regular Hirers must submit their booking requests from the date announced by Franklin Baptist Church each year for the following Financial Year. Any written application for recurring bookings received before that date will not be accepted.
- f) Franklin Baptist Church cannot guarantee the renewal of existing Regular Hirer arrangements will be approved each year.
- g) A priority rate will only apply to Regular Hirer's booking if the booking meets the requirements set out under 'Bookings' (l) above.
- h) Regular Hirers may be asked to relinquish one or more of their bookings if the relevant FBC Venue is needed for a multi-day event, elections, maintenance or to allow for better use of all rooms within a FBC Venue. In such cases, a minimum of 3 weeks' notice will be provided to the Regular Hirer.
- i) One access key (and alarm code) is allocated to Regular Hirers. There is a fee for a Regular Hirer who requires an additional access card or key.

Casual hire

- a) A Hirer who has less than 10 confirmed bookings within Franklin Baptist Church's Financial Year, is a "**Casual Hirer**" for the purposes of this Agreement.
- b) To confirm a booking (or bookings), a Casual Hirer must, within 4 days of making the booking:
 - accept these Terms and Conditions of Hire; and
 - make full payment of the relevant Venue Hire Price (in accordance with the requirements below)
- c) If the payment is not made within 4 days after the booking is requested, the relevant booking will be automatically cancelled.
- d) By making a payment to Franklin Baptist Church for FBC Venue hire you will be deemed to have accepted these Terms and Conditions of Hire.

Payment

- a) All fees and charges quoted at the time of booking are current at that time and are subject to change. Local Boards review and set fees and charges for all FBC Venues annually, such fees and charges to take effect on 1st July each year. The fees are published on the Auckland Council website: www.aucklandcouncil.govt.nz
- b) All Venue Hire Prices quoted at the time of making a booking are GST inclusive. Any fees payable in relation to cancellation of hire exclude GST.
- c) Regular Hirers may be invoiced monthly, and payment is due as stated on the invoice.
- d) Casual Hirers are required to pay in full 4 days before the event
- e) The Hirer shall be liable for the payment of all amounts owing to Franklin Baptist Church pursuant to this Agreement, whether or not the services of Franklin Baptist Church are supplied to the Hirer, or to some other person, firm or corporate body at the Hirer's request, and notwithstanding that the Hirer may have incurred all or any part of that indebtedness as agent for any other person, firm or corporate body.
- f) If payment is not made in 14 days, the outstanding amount will be a debt due to Franklin Baptist Church and may be referred to a debt collection agency or other duly authorized agent of Franklin Baptist Church for collection. In addition, Franklin Baptist Church may at its discretion and without prejudice to its other remedies:
 - i. Suspend for such period and subject to such terms as Franklin Baptist Church in its discretion determines any entitlement to credit given to the Hirer pursuant to this Agreement.
 - ii. To the extent permitted by law, refrain from supplying any further services or goods to the Hirer until the Hirer has discharged all outstanding indebtedness to Franklin Baptist Church.

Additional charges

- a) Franklin Baptist Church reserves the right to invoice the Hirer for any additional charges resulting from Hirers use. In addition to the Venue Hire Price quoted at the time of booking, the Hirer may be charged for:
 - i. Any damage to the FBC Venue caused during the Hire Period or through any breach of the Terms and Conditions in this Agreement.
 - ii. Any theft of Franklin Baptist Church property from the FBC Venue during the Hire Period.
 - iii. Any extra cleaning, rubbish removal, repair or reinstatement of the FBC Venue which Franklin Baptist Church considers is required after the Event.
 - iv. Any costs, losses or expenses that Franklin Baptist Church incurs due to any breach of the terms and conditions outlined in this Agreement.
 - v. Any unreturned access key(s).
 - vi. Any emergency services call out or if a fire alarm is set off other than for an emergency, Franklin Baptist Church reserves the right to impose an additional fee of up to \$1500+GST and hold the Hirer liable for that amount.
 - vii. Franklin Baptist Church noise control units sent to the FBC Venue during the Event.
 - viii. Any unauthorized overstay, which will be charged at double the hourly rate.
- b) Franklin Baptist Church reserves the right to apply an additional charge for security, cleaning and/or a technician for an Event.
- c) The hirer will upon demand pay all of Franklin Baptist Church's reasonable expenses, including debt collection fees and legal costs (on a solicitor/agent/client basis) in relation to the collection of all overdue moneys.

Cancellation of hire

- a) In the event that the Hirer terminates the Agreement (including by notifying Franklin Baptist Church that it wishes to cancel any booking), Franklin Baptist Church will refund the Venue Hire Price as follows:
 - i. Cancellation notice received more than 30 days prior to the date of Event: Full refund less a penalty fee of the lesser of \$15 or 25% of the Venue Hire Price
 - ii. Within 30 days prior to the Event – 50% of booking fee
 - iii. Within 14 days prior to the Event – 25% of booking fee
 - iv. Within 7 days prior to the Event – no refund
- b) If the Hirer cancels more than one booking, penalty fees apply to each cancelled booking.
- c) Any refund due will be made to the account from which online credit card payment of the Venue Hire Price was made. If the Venue Hire Price was not paid online by credit card, any refund due by Franklin Baptist Church under this Agreement will only be paid on receipt of proof of a bank account for the Hirer.
- d) If payment of the Venue Hire price was not made by the main contact on the booking, proof of payment must be supplied.
- e) Franklin Baptist Church may terminate any booking(s), any Event and/or this Agreement in its sole discretion if it considers:
 - i. the Event will, or might, contravene any statute, order, regulation, bylaw, rule of law or any other requirements of a public or local authority, or otherwise be in breach of this Agreement; or
 - ii. that the management or control of the Event is deficient.
 - iii. the Event will involve alcohol and the booking was made within 20 working days prior to the date of the Event.
- f) Franklin Baptist Church gives priority to in-house events and activities and has the right to cancel or move any events in conflict. It reserves the right to cancel booking(s) where circumstances so warrant. These may include, but are not limited to, emergency situations and adverse environmental/weather conditions. Franklin Baptist Church will endeavour to provide an alternative FBC Venue. If the alternative option is not suitable, the hire fee will be refunded.
- g) Franklin Baptist Church shall be entitled to suspend or cancel all or any part of this Agreement, in addition to its other rights and remedies, in any of the following circumstances:
 - i. If the Hirer fails to meet any obligation under the Agreement with Franklin Baptist Church.
 - ii. If the Hirer is made bankrupt, dissolved, placed into liquidation, becomes insolvent, or is removed, or is likely to be removed from the register of companies.
 - iii. If a receiver is appointed in respect of the assets of the Hirer.
 - iv. If an arrangement with the Hirers creditors is made or is likely to be made.
 - v. If any information given on the booking form is found to be untrue.
- h) Upon cancellation of this Agreement under or (e) and (g) above the Venue Hire Price will not be refunded and all indebtedness of the Hirer to Franklin Baptist Church hereunder shall become immediately due and payable.

Cleaning, rubbish and lock-up

- a) The Hirer is responsible for ensuring that the hired space is left clean and ready for the next user. This includes wiping down benches, tables, stoves, and sinks; removing all decoration; vacuuming, mopping up spills and sweeping/static mopping of the floor
- b) In the event that a Special Function Service fee has been charged, the Hirer is not responsible for:
 - Wiping down benches, stoves, and sinks
 - Vacuuming, sweeping, and mopping the floors
- c) A Hirer who has paid for the Special Function Service is still required to clean tables and chairs and any other utensils used

- d) return all tables and chairs to designated storage areas
- e) remove all decorations
- f) pack, bag and remove all visible rubbish off site.
- g) Hirers are required to empty rubbish bins (into the big rubbish bins outside the kitchen) and replace the liners which is at the bottom of the bin.
- h) The Hirer must remove all rubbish off site at the end of the Event and must leave the FBC Venue and all equipment and furnishings in the FBC Venue, including car parks and adjacent premises, in good, clean and tidy order. Additional charges will be incurred if rubbish is not removed off-site.
- i) All rubbish must be bagged and disposed of in accordance with Franklin Baptist Church's waste minimisation policy.
- j) A strict three-strike policy applies for cleaning and rubbish removal each Financial Year. A Hirer will receive a warning if it does not leave the hired space clean and ready for the next user. On the third occurrence warranting a warning, the Hirer will be removed from the FBC Venue, any future bookings will be cancelled, and the Hirer will not be allowed to book any Franklin Baptist Church Venue for the remainder of the Financial Year.
- k) The Hirer must secure the FBC Venue after the Hire Period, in particular:
 - i. Switch off all electrical appliances, lights, heaters and stoves
 - ii. Ensure that all windows and doors are secure
 - iii. Ensure that there are no unauthorised persons are in the booked space
 - iv. Ensure that the alarm is set and activated (where applicable)
- l) The hirer must return all access cards to the council within [five] days of the end of the Hire Period (or in the case of a Regular Hirer, after the last booked Event during the Financial Year)
- m) If a key was issued, the hirer must make this available for pick up the Wednesday after their last date of the Hire Period.

Insurance

- a) FBC does not undertake to arrange for or maintain any insurance cover, property, contents or otherwise, for the FBC Venue or the Event for the benefit of the Hirer.
- b) The Hirer is responsible to arrange for and maintain any insurance cover they consider necessary and adequate. That includes any public liability insurance cover which is required for medium – to high-risk events to protect the Hirer against claims made by third parties for damage to people or assets.

Alcohol

- a) It is the Hirer's responsibility to check current guidelines and information about liquor licensing, please visit Franklin Baptist Church website: aucklandcouncil.govt.nz. The Hirer will comply with all alcohol requirements, restrictions, or guidelines
- b) All bookings with alcohol must be made 20 working days prior to the event date. Franklin Baptist Church reserves the right to not accept or cancel any bookings with alcohol that are made within 20 working days.
- c) Hirer must comply with the below host responsibilities:
 - i. The main user on the booking is nominated to manage the conduct of the consumption of alcohol.
 - ii. The hirer shall have available for consumption on the premises, at all times when alcohol is being consumed, a reasonable range of non-alcoholic refreshments and low alcoholic beverages and food appropriate to the occasion.
 - iii. Information regarding alternative forms of transport must be available for attendees.
 - iv. Drinking water is to be freely available.
 - v. The hirer must ensure that minors do not consume alcohol.
- d) Hirer must identify at least one responsible adult for every 50 attendees.

- e) Hirer must supply venue hire with a copy of their own photo ID and photo ID for each responsible adult (passport or NZ driving license)
- f) No alcohol can be taken outside the venue when the venue is within a liquor ban area. It is the hirers responsibility to know if the hired venue is situated in a liquor ban area.

Liability

- a) The Hirer will indemnify Franklin Baptist Church, its employees or agents against all claims, demands, losses, damages, costs, and expenses arising from the Hirer's use of the FBC Venue or any breach of this Agreement.
- b) Franklin Baptist Church is not responsible for the loss of or damage to any of the Hirer's property in or around the FBC Venue. Any equipment/property left in a FBC Venue is at the Hirer's own risk.
- c) The council does not warrant that the FBC Venue is suitable for the Event.
- d) Franklin Baptist Church is not liable for any loss or expense that the Hirer incurs if FBC is not able to make the Venue available to the Hirer as a result of fire, flood, earthquake, failure or other unavailability of any building services or other event beyond Franklin Baptist Church's reasonable control.
- e) To the extent permitted by law and without limiting any of the Hirer's rights under the Consumer Guarantees Act 1993, Franklin Baptist Church shall not be liable to the Hirer for any loss arising under or in connection with this Agreement, whether in contract, tort (including negligence) or otherwise. The maximum amount of Franklin Baptist Church's liability under or in relation to this Agreement for any loss, damage, claim or expense is limited to an amount equal to the Venue Hire Price.
- f) It is the hirer's responsibility to ensure that the requirements of the Health and Safety at Work Act 2015, the Smoke-free Environments Act 1990, and the Sale and Supply of Alcohol Act 2012 as they apply to the hirer's intended use of the FBC Venue are met.

Health and Safety

- a) The Hirer must ensure that access and egress for residents, businesses or emergency vehicles are available at all times and that the public is not duly inconvenienced by the Event. This includes public and private access ways that must be kept clear at all times.
- b) It is the Hirers responsibility to make themselves familiar with the evacuation procedure in case of fire at the FBC Venue, and to ensure that all emergency exits are clear and free of any obstacles – including tables and chairs when leaving the venue
- c) In case of fire at a FBC Venue, the Hirer must ensure the evacuation procedure is followed immediately and fire emergency response is notified.
- d) The Hirer is responsible to appoint and instruct a fire warden for the Hire Period. The assigned fire warden must ensure that all emergency exits are checked twice at the start of the Hire Period and at least once during the Hire Period. This includes ensuring there is no interference with smoke detectors, fire extinguishers and emergency exits.
- e) Any hazard a Hirer may encounter either as a result of any activity or physical condition must be reported immediately to the relevant emergency response and to Franklin Baptist Church by calling 09 3010101.
- f) It is the responsibility of the Hirer to provide first aid supplies.
- g) The hirer is responsible for ensuring that the general public does not have access to the FBC Venue, including the toilets, during the Hire Period.

Introduction and access to FBC Venue

- a) It is the Hirer's responsibility to make themselves familiar with the FBC Venue, in particular:
 - i. Make sure it is safe and fit for the purpose of the hire.
 - ii. Cleaning requirements on completion of the Hire Period.
 - iii. Layout, available space, and equipment provided.
 - iv. Equipment packing and storing.
 - v. Where tables and chairs should be stacked.
 - vi. Fire Warden duties, including emergency evacuation procedures.
 - vii. Security and lock up procedures.
 - viii. The capacity of the FBC Venue.
 - ix. Noise control limits.
- b) Franklin Baptist Church will provide the Hirer with the access card or key to the FBC Venue at least one day prior to the Event, subject to payment of the Venue Hire Price and confirmation of the booking in accordance with this Agreement.

- c) It is the Hirer's responsibility to be available at the agreed times to receive the access card/key or be present at the FBC Venue at the agreed time to receive access.

Noise, neighbours and music

- a) In organising and staging the Event, please consider the interests of the FBC Venue's neighbours.
- b) Noise levels must be kept to an acceptable level at all times. Failure to reduce noise levels at the request of an FBC staff or the police will result in the Event being stopped.
- c) For multi-room FBC Venues, hirers must maintain noise levels below 60 decibels.
- d) A strict three-strike policy applies in respect of noise levels for each Financial Year. A Hirer will receive a warning if its noise levels are higher than the above limits (in (b) and (c) above). On the third breach of noise levels, the Hirer will be removed from the FBC Venue, the Event and future bookings will be cancelled, and the Hirer will not be allowed to book any FBC Venue for the remainder of the Financial Year.
- e) If commercial recorded music is used in a FBC Venue, it is the responsibility of the Hirer to comply with all copyright requirements.
- f) All music or amplified sound must cease 10 minutes before the booked finish time or as stipulated in the booking order form or otherwise advised by Council.

Parking

- a) The Hirer shall ensure that no vehicle obstructs access in any way or contravenes any restricted parking signs. Franklin Baptist Church cannot guarantee parking availability as it is limited at all FBC Venues

Indoor sporting activities

- a) An FBC Venue that is hired for indoor sporting activities including badminton, basketball, football, volleyball, and netball are not purpose built and are not necessarily compliant with current guidelines in terms of court dimensions and space surrounding the indoor courts.
- b) Hirers who use a FBC Venue for indoor sports accept the courts in their current configuration and condition.
- c) Appropriate white soled shoes must be worn for all sport activities inside the FBC Venue. To prevent floor damage, tap dance groups must ensure the screws in their shoes are removed.
- d) Roller blading, roller skating and or skateboarding activities are not permitted in a FBC Venue.

Furniture and equipment

- a) Hirers are responsible for setting up, cleaning and packing away any furniture and equipment used during their Hire Period. All furniture must be returned to designated storage area, ensuring that all fire exits are left clear at all times.
- b) Furniture and equipment in the FBC Venue are approximate numbers only and may vary. Tables and chairs are provided but a specific number is not guaranteed. Franklin Baptist Church reserves the right to remove or replace furniture at each FBC Venue as it deems necessary. If the Hirer requires additional furniture and equipment to what is available, then it is the Hirer's responsibility to organise.
- c) It is the Hirer's responsibility to ensure that all furniture brought in externally for an Event, is removed by the end of the Hire Period.
- d) The hirer must not remove or permit the removal of any furniture, equipment or other contents from a FBC Venue without the permission of Franklin Baptist Church.
- e) Franklin Baptist Church reserves the right to remove and if not claimed, dispose of any equipment or furniture left in a FBC Venue after the Hire Period.
- f) Franklin Baptist Church does not take responsibility for the loss or damage to any equipment, furniture or personal item left in a FBC Venue.
- g) Furniture and equipment must be carried, not dragged on the floor.
- h) All electrical equipment brought in by Hirers must display the current tag that identifies it has been tested and tagged by a qualified technician. This is an Franklin Baptist Church regulation and any electrical equipment found in a FBC Venue that is not tagged, will be removed.

Miscellaneous matters

- a) The Hirer must take proper care of the FBC Venue and ensure that no damage occurs.
- b) The Hirer must not use nails, tacks, screws, pins or any other instrument that will cause damage to the wall surfaces, furnishings, floors and ceiling surfaces. 3M tape is permitted to hang decorations from the walls.
- c) Should there be a piano in the FBC Venue, the Hirer must ensure this is not moved. Pianos will be tuned once a year. The hirer is responsible for any additional tuning.
- d) The Hirer must not use any of the Community Facilities' equipment, fixtures, fittings, heating, or ventilation systems other than for the Event and that equipment's intended purpose.

- e) No substance shall be deposited in toilets, sinks or drains that will cause blockage or damage.
- f) Lighting with a naked flame is not permitted in a FBC Venue. Ballroom powder, confetti or glitter and smoke machines are not permitted in a FBC Venue.
- g) Kitchen facilities must not be used to prepare food for sale – except where a Kitchen is appropriately registered or otherwise lawfully permitted to be used for the preparation of food for sale. For a staffed FBC Venue where food for sale may be prepared, written consent of Franklin Baptist Church is required to prepare such food for sale.
- h) Where a bouncy castle is permitted inside a FBC Venue, it must not touch the ceiling or walls, and must be powered only by an electric air compressor.
- i) All Community Facilities are smoke free - including smoke machines.
- j) No food or drink is to be consumed in any part of a FBC Venue where it is prohibited.
- k) Any damage to the building, artwork, exhibit, furniture fitting, fixture or chattel within a FBC Venue must be reported immediately to Franklin Baptist Church by calling 09 301 0101.
- l) It is the responsibility of the hirer to make sure all interested parties (decorators, caterers etc) are made aware of the terms and conditions.

Storage hire – existing arrangements only

- a) Franklin Baptist Church reviews storage allocation and requirements on an annual basis and Hirers must apply to Franklin Baptist Church for continued use each Financial Year. This applies only to staffed FBC Venue.
- b) Where a FBC Venue is not staffed, storage hire is not available unless an existing arrangement was made under a legacy Council agreement.
- c) Franklin Baptist Church is not responsible for any loss or damage to any item(s) left in or stored in a FBC Venue by the Hirer.
- d) Franklin Baptist Church does not provide any insurance cover for loss or damage to property of the Hirer or that of any visitor to the FBC Venue.
- e) The storage areas inside a FBC Venue must be used to store equipment that is only for indoor use. Storing outdoor equipment inside is not permitted in a FBC Venue.
- f) Franklin Baptist Church reserves the right to cancel storage allocation where circumstances so warrant. This may include but is not limited to capital works taking place in line with the annual review. A minimum of four weeks' notice will be provided to the Hirer

In this Agreement, unless the context otherwise requires

Agreement means the agreement between Franklin Baptist Church and the Hirer in regard to the Event and agreed Community Venue and includes these General Terms and Conditions, the booking form and any confirmation letters/emails from Franklin Baptist Church.

Community Venue means the Council owned venue and its facilities identified in the booking form (paper or electronic) that forms part of this Agreement.

Event means the purpose for which the Community Venue is hired as described in the booking form (paper or electronic) that forms part of this Agreement.

Venue Hire Price is the fee charged for use of an Franklin Baptist Church Venue specified in the [confirmation email or letter received from Franklin Baptist Church in relation to the Hirer's booking].

Financial Year means 1 July to 30 June (inclusive).

Hirer means the person(s) or legal entity named as Hirer in the booking form (paper or electronic) that forms part of this in this Agreement and includes a "Casual Hirer" and a "Regular Hirer" as defined in the terms and conditions of this Agreement.

Hire Period is the agreed time for which the Community Venue is hired for and includes the induction to the Community Venue and the cleaning time after the Event.

Special Function Service Fee is the mandatory fee charged for a booking that has alcohol and or food or by request of the hirer

Read and accepted
Hirer : _____

Contact details
Mobile/email : _____

Date : _____